

## Initial Administrator Test Procedures and Protocols

➤ **Complete the 35-Hour (Adult Residential Facility) or 40-Hour (Residential Care Facilities for the Elderly or Group Home Facilities) Initial Certificate Training Program**

- The vendor will issue a dated certificate of completion.
- The vendor will provide information about where to take the test.
- The applicant has 60 days from course completion to take the test.

➤ **Take the initial administrator test**

- Things to remember about taking the test
  1. The applicant must provide proof of identification (driver's license, DMV identification card, military ID, current passport) to the Regional Office staff.
  2. The applicant must sign in and complete the information required on the [LIC 9142](#) Roster of Participants.
  3. The applicant must complete the Scantron test sheet as directed by the proctor.
  4. The applicant is allowed one hour to take the exam and should not bring any materials with them to take the test. The exam is not open book.
  5. The applicant may not bring their own interpreter for completing the test.
  6. If the applicant has difficulty reading, is unable to read English, speaks another language, or has poor vision, the Regional Office staff may read the questions and multiple choice answers to the individual so that they may select an answer.
  7. If the applicant needs a reasonable accommodation, they should discuss this with the Regional Office when making arrangements to take the test.
  8. The Regional Office can take up to 5 days to mail the test to ACS.

➤ **Congratulations !!! Successful Test Results**

- ACS will send a congratulatory letter within 30 days of scoring the test.
- ACS will send the initial administrator application.
- ACS will assign the applicant an administrator number.
- The applicant has 30 days to return the complete application.

➤ **Sorry.....Test is not passed**

- ACS will send the applicant a letter with their test result.
- ACS will assign the applicant an administrator number.
- The applicant can retake the test as many times as possible within the 60 day time frame.

**Extension Request Procedures to take test or submit the initial administrator application**

1. Before the due date submit a written request either by mail to ACS to the attention of Charles Boatman, Manager or by email to Charles.Boatman@dss.ca.gov.
2. Explain the circumstances that caused the delay in detail.
3. Describe what steps will be taken or have been taken to comply.
4. ACS will provide the applicant a written decision either granting or denying the request for an extension.